

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, January 4, 2016 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member (arrived at 6:02 p.m.); Stephen Dielmann, Member; Luis Zubieta, Member. **ALSO PRESENT:** Gelien Perez, Acting HR Director; Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary.

ON THE DAIS:

New Business Item 9a - Request to approve new civil service classification and job description for Risk Management Specialist II.

AGENDA

1. Request to approve the minutes of the December 7, 2015 Personnel Board meeting.
APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received December 2015.
 1. Alejandro Marin Police Department
 2. Rodobaldo Rodriguez Purchasing Department**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.
3. Report of Leave without Pay for December 2015.
SO NOTED.
4. Report of Civil Service Appointments for December 2015.
 1. Carmen Escalera Finance Department
 2. Yanela Montes de Oca Finance Department**SO NOTED.**
5. Report of Civil Service Resignations for December 2015.
 1. Faby Ramirez Fire Department
 2. Ramon Perez Fleet Maintenance Department
 3. Carlos Carrillo Information Technology Department
 4. Ken Kamiya Information Technology Department
 5. Ovidio Paz Parks and Recreation Department
 6. Erich Valerdi Parks and Recreation Department
 7. Thomas Cedre Police Department
 8. Hilda Figarola Public Safety Communications
 9. Clarence Dotson Public Works
 10. Juan C. Sanchez Public Works**SO NOTED.**

6. Report of Maternal/Paternal Leave for December 2015.

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| 1. Jeffrey Lagomacini | Education and Community Services |
| 2. Haydee Rodriguez | Public Works |

SO NOTED.

7. Report of Leave of Absence for December 2015. **None.**

SO NOTED.

8. Request to hear **Unfinished Business.**

9. Request to hear **New Business.**

- 9a. Request to approve the **new** civil service classification and job description for the position of **Risk Management Specialist II.**

Copy of **new** job description is attached.

Range 35 - \$1,785.00 - \$3,486 Bi-weekly

APPROVED. Motion by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote.

NEXT PERSONNEL BOARD MEETING: Monday, February 1, 2016 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.